

Your building is licensed under the City of Lincoln Apartment Licensing Ordinance. A building official annually inspects the exterior and all common areas in your building. Inspection of the interior is done on a complaint basis. This brochure outlines the procedure to file a complaint and lists some of the common code violations.

## LANDLORD AND TENANT RESPONSIBILITIES

The City of Lincoln Housing Code and the Nebraska Landlord-Tenant Act require landlords to comply with the community's minimum housing codes concerning health and safety. The landlord must make all repairs to keep the premises in a fit and habitable condition; keep the common areas clean and safe; and maintain whatever facilities are supplied such as the furnace, plumbing and elevators.

Tenants also must comply with all community housing codes. They must keep the dwelling unit as clean and safe as conditions permit, dispose of garbage, keep the plumbing clean and use the electrical, plumbing, heating and cooling facilities in a reasonable manner.

## NO RETALIATION BY OWNER

An owner or his or her representative cannot retaliate against a tenant who complains of a housing code violation.

## MAINTENANCE REQUESTS

Do you have a maintenance request? First, contact your landlord or property manager. If the problem is not resolved in a timely fashion, then you may file a complaint.

## SUMMARY

The Housing Code enforcement process really requires the combined efforts of owners, tenants and the City working together to achieve the stated goal of providing safe housing.

This booklet is only a guide. For complete information consult the Lincoln Minimum Housing Code that has been adopted under Chapter 21 of the Lincoln Municipal Code.

## SOURCES

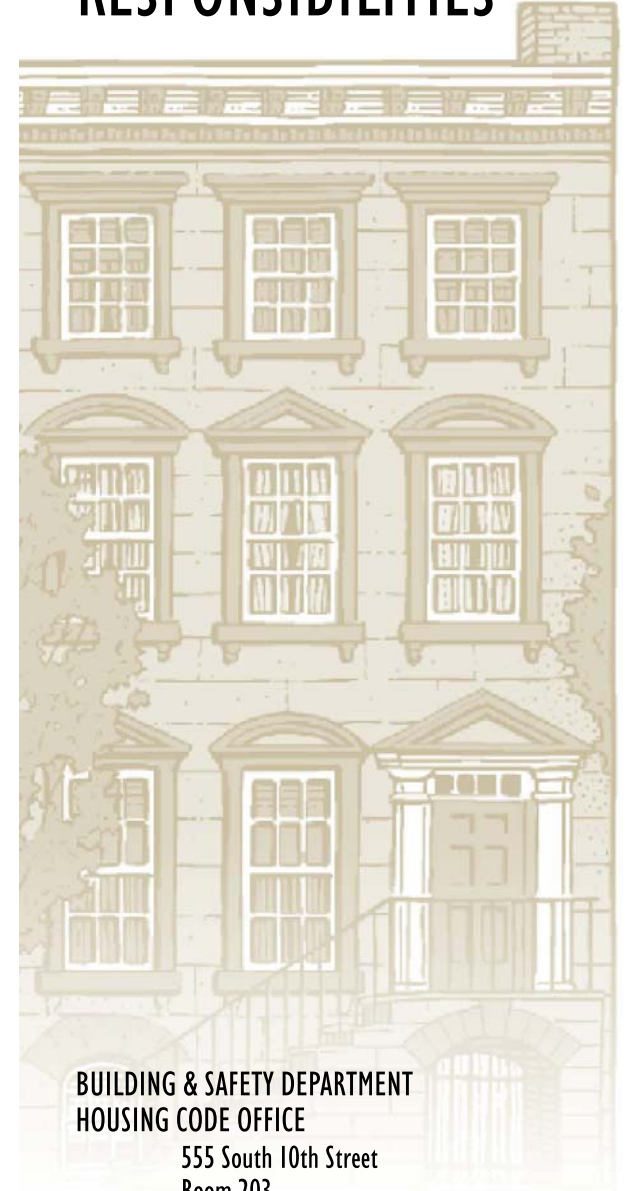
The Lincoln Minimum Housing Code is available at the Lincoln City Libraries.

This brochure may be downloaded from the City Web site at: [lincoln.ne.gov](http://lincoln.ne.gov)  
Keyword: Housing Codes

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*Designed by Citizen Information Center 5/2005*

# A GUIDE TO LANDLORD & TENANT RESPONSIBILITIES



## BUILDING & SAFETY DEPARTMENT HOUSING CODE OFFICE

555 South 10th Street  
Room 203  
Lincoln, NE 68508  
402 / 441-7785

## COMPLAINT PROCEDURE

This brochure outlines a complaint procedure for alleged code violations and lists common housing code complaints.

When something needs to be fixed or repaired in your apartment the first person to contact is your landlord or property manager.

If the problem is not addressed within a reasonable length of time you may call the Building and Safety Department's Housing Section at 402/441-7785.

When you call, a Housing Inspector will visit your home and determine if any code violations exist. If a code violation is found, your landlord or property manager will be notified and a deadline will be set for the repair of the violation.

## COMPLAINT PROCEDURE IN BRIEF

1. Contact your landlord. If no action - then:
2. Call Building and Safety at 441-7785.
3. A City Housing Inspector will visit your home.
4. Inspector will determine if violation exists.
5. Repair deadline will be set.

## OTHER RIGHTS and OBLIGATIONS

You may have other rights and obligations under the Nebraska Landlord and Tenant Law. If you are seeking legal advice you should contact an attorney. The Building and Safety Department cannot give you legal advice.

## INSPECTION CHECK LIST

*The following is a list of some of the most common items required by city code.*

### 1. Fire, Safety and Egress

Is there an approved exit from every sleeping room? Do basement bedrooms have approved exits? Are apartment entry doors onto common hallways self closing? Does your apartment have a smoke detector? Note: Neb. Rev. Stat. 81-5144(2) states: "The occupant shall be responsible for replacement of the battery. . ."

### 2. Garbage and Rubbish

Is there an accumulation of garbage, litter and rubbish in your apartment? Is there an accumulation of garbage or debris on the grounds of the property?

### 3. Rodents and Insects

Is there evidence of rodents, roaches or other insects in your apartment? Are window screens provided between May 15th and October 1st to keep flies and mosquitoes out?

### 4. Building

Is the building structurally sound in all respects and provided with handrails, guardrails and a sound foundation?

### 5. Electrical

Are all switches, outlets, fixtures and surface-mounted conduits secure and in good repair? Does the bathroom, and kitchen contain at least one ceiling or wall light? Does each habitable room have at least two electrical outlets? Are extension cords being used?

### 6. Plumbing

Do plumbing fixtures drain properly and not leak? Are they clean, sanitary and operable?

### 7. Light and Ventilation, Windows and Doors

Does the bathroom have an exhaust fan or operable window? Is there adequate window area to provide the required light and ventilation in all rooms? Are the doors and windows working properly? Are they reasonably weather-tight?

### 8. Mechanical Systems and Appliances

Does the furnace supply adequate heat? Do the appliances provided by the owner work properly? Do all gas appliances have a gas shutoff valve within three feet of the appliance?

### 9. Rain and Ground Water Leaks

Does the roof, foundation, ceiling, floor or wall leak water?

### 10. Overcrowding and Occupancy

A single apartment may have no more than three unrelated people living in it. An apartment must have at least one room with at least 120 square feet. All sleeping rooms must have at least 70 square feet.

### 11. Combustibles

Are all combustible materials properly stored or separated from furnaces and water heaters?

### 12. Other Concerns and Common Areas

This is not a comprehensive list. If you have questions about other maintenance or safety issues in your apartment, the exterior of your building or the common areas, please feel free to call Building and Safety with your questions or concerns.